

Calendar Scheduling and Bid Information Transmittal Form

February, 2008

Calendar Scheduling for solicitations over \$25,000 (annually) in value

In order to properly manage your purchase it needs to be scheduled on the Procurement Calendar. If it isn't already scheduled please use this form to propose a date. This should be done as soon as you are aware that the project is viable.

Note: *The date an item is scheduled on the Procurement Calendar is the date on which Procurement Services starts to work on a project. Actual bid issue dates may be days or weeks later depending on the availability, quality and format of the information needed to prepare documents.*

Bid Information Transmittal

To expedite the solicitation and contracting process Procurement Services will need to receive your requirements electronically (Word document etc.). To assist in this process we have prepared a template for your use it is located at <http://www.hartford.gov/purchasing/Policy.htm>. Please follow the format provided when preparing specifications to be used in competitive bidding or proposals. **As some text may change from time to time it is best to download new templates each time you want to prepare/submit a specification.**

Your contribution in preparing this RFR (Request for Response) document will be to:

- Using the Solicitation Request Form below Provide a brief description of what is needed in the Invitation. Procurement Staff will use this as the first sentence in the Invitation;
- Identify any items/quantities/units/alternates to be priced. Procurement Staff will use this in Section 1.1 to create response line items;
- Section 2, - Specifications;
- Provide a Table of Contents for Section 2 and any attachments such as drawings;
- Drawings & other attachments.

Use our standard font - Ariel 11 pt. and maintain the integrity of the page footers (Page #, Section #).

A "zip" file containing all 4 sections is available for download at:
<http://www.hartford.gov/purchasing/Policy.htm>. Section 3 & 4 is provided for your information but is not to be modified directly (if you need a revision, please send it to us separately).

Mark

Mark C. Turcotte
Procurement Manager
860.543.8556

Solicitation Request Form

☐ Calendar Scheduling – Date proposed
Provide information below marked with C

☐ Bid Information Transmittal

Provide a brief description in the text box below of what is needed (one or two sentences):

C

Provide a list of all items (1-6 word description) you want priced and/or information on. If appropriate, include unit of measure, quantity, mfg. etc. If this RFR will have many (>10) priced line items use the Excel template located at: <http://www.hartford.gov/purchasing/Policy.htm> as a guide.

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What is the budget for this project?

C

Date scheduled on the Procurement Calendar:

Indicate if there is a specific date goods /services required:

C

Avg. lead-time for delivery after order (if known):

C

DEPARTMENT HEAD OR DESIGNEE

THE _____ DEPARTMENT REQUESTS THE SOLICITATION OF SERVICES DESCRIBED ABOVE.

COMMENTS:

SIGNATURE: _____ DATE: _____

Title: _____